



ELIAS MOTSOALEDI

LOCAL MUNICIPALITY

Phone: (013) 262 3056/2643
Email: info@emlm.gov.za
www.eliasmotsoaledi.gov.za

P.O. Box 48
Groblersdal
0470

Our Ref:
Ons Verw:

Correspond with the Municipal Manager
Korrespondeer met die Munisipale Bestuurder

Elias Motsoaledi Local Municipality (EMLM) with its seat in Groblersdal Limpopo Province is an equal opportunity employer. In the filling of vacant posts hereunder, the objectives of s195(1)(i) of the Constitution of the Republic of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act 55 of 1998 as well as the relevant Human Resources prescripts of EMLM will be taken into consideration

INTERNAL / EXTERNAL ADVERT

POST NO : 03

JOB TITLE	MANAGER: FINANCE SUPPORT SERVICES
NO OF POSTS	ONE (1)
DEPARTMENT	BUDGET AND TREASURY
TERM OF APPOINTMENT	PERMANENT
PLACE OF WORK	GROBLERSDAL
PAY RANGE	R708,144.00 – R816,396.00 PA.
BENEFITS	<ul style="list-style-type: none">CAR ALLOWANCE, CELL PHONE ALLOWANCE :MEDICAL AID ,PENSION
REF NO	MFSS-05
QUALIFICATIONS	<ul style="list-style-type: none">A relevant 3 year tertiary qualification, preferably a National Diploma or B Com with financial accounting as a major subject.Computer literacy: MS Office
EXPERIENCE	8 years or more relevant experience covering all aspects of the relevant financial process and the Management of financial information or having gained specialist experience in a finance discipline Extensive financial management
KNOWLEDGE AND SCOPE OF WORK (KPA)	<ul style="list-style-type: none">Provides expert financial advice. Responsible for managing financial information according to prescribed norms and standards;May supervise and manage team responsible for the financial information; and

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	<ul style="list-style-type: none"> • Extensive understanding and knowledge of the application of applicable local government legislation (e.g. MSA, MFMA, and others as applicable). • Develop and manage annual financial statements • Facilitate and monitor internal and external audit processes • Monitoring and reviewing the implementation of risk management processes • Manage audit action plan • Oversee compliance to legislations and policies is adhered to • Monitor implementation of compliance • Functions • Oversee co-ordinated compilation compliance monitoring plan and compliance universe
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POST NO : 04	
JOB TITLE	SENIOR INTERNAL AUDITOR
NO OF POSTS	ONE (1)
DEPARTMENT	MUNICIPAL MANAGER'S OFFICE
TERM OF APPOINTMENT	PERMANENT
PLACE OF WORK	GROBLERSDAL
PAY RANGE	R484,524.00 – R545,520.00 pa.
BENEFITS	<ul style="list-style-type: none"> • CAR ALLOWANCE. • CELL PHONE ALLOWANCE. • MEDICAL AID. • PENSION FUND.
REF NO	SIA-06
QUALIFICATIONS	<ul style="list-style-type: none"> • A relevant 3-year qualification with preference in auditing or internal audit as a major and • Registered with a recognised profession; and • Computer literacy: MS Office
EXPERIENCE	5 - 8 years' relevant experience required which includes 2 years of supervisory experience
KNOWLEDGE AND SCOPE OF WORK (KPA)	<ul style="list-style-type: none"> • Can lead, conduct, and control the audit work according to norms and standards; and • Supervise junior auditors <p>RISK ASSESSMENT AND AUDITING</p> <ul style="list-style-type: none"> • Reviewing financial statements • Determining critical risk areas and audit criteria • Control internal audit risks identified • Control risk assessment

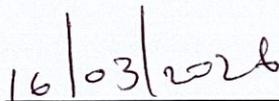
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Applicants for these posts must submit the fully completed and signed official “**Application Form for Employment Staff Members Post(s)**” which can be downloaded from the Elias Motsoaledi Local Municipality’s website at www.eliasmotsoaledi.gov.za or obtainable from the HR Office and must be accompanied by **their detailed curriculum vitae with proven experience, contactable references**, and competency requirements of the posts registration with a relevant professional body if applicable, disclosing full details of any dismissal for misconduct or substandard performance and any disciplinary actions, whether pending or finalized instituted against the applicant from current and previous employment, **recently (not older than 3 months old) certified copies of academic qualification(s) (NB: Matric Certificate; Diploma / National Diploma / B-Tech Degree / Bachelor’s Degree and Academic Record (where applicable) and certified Identity Document (ID)**. It is the responsibility of applicants to meet the minimum requirements before applying. Any misrepresentation or failure to disclose material information is a breach of the Code of Conduct for Municipal Staff. The successful applicant(s) shall be required to sign an employment contract, disclosure of benefits and interest, and where applicable or necessary performance agreement, undergo screening and vetting. Late, faxed, e-mailed, or **applications not made on the prescribed official application form shall not be considered**. Canvassing Councilors or officials for the appointment is strictly prohibited and will automatically disqualify the applicant. Failure to submit all the required documents shall render the application invalid. Should you not hear from the Municipality within 30 working days after the closing date, regard your application as unsuccessful. The Municipality reserves the right not to appoint these posts. Inquiries shall be directed to the Manager of Human Resources Management and Development Mr. Mafiri L.M @ 013 262 3056 and applications forwarded to: **The Municipal Manager, Elias Motsoaledi Local Municipality, P.O Box 48, Groblersdal, 0470**, or hand-delivered to the Office of the Manager Human Resources Management and Development, 2nd Grobler Avenue, Groblersdal, 0470.

The closing date shall be 13 April 2026 (Monday) at 16:30



**Ms. N.R MAHLAKWANE. Pr Eng Tech
MUNICIPAL MANAGER**



DATE